

## Application to Amend Enrolment

This form only applies when changing units or a component of your current program. Students wishing to change program need to complete an Application for Internal Program Transfer.

Student ID:		Surname:		Given Names:	
Program Code:		Program Title:			

**Instructions:**

1. Addition of units of study must be submitted by close of business on the Friday of the 1st week of classes for a 12-week semester or by close of business on the 1st day of 6-week term.
2. Withdrawal of units on or before close of business of the Unit of Study will avoid [academic penalties](#).
3. Changes to Professional Majors, Co-majors and Minors are not final until approved by the Faculty/School and a new confirmation of enrolment issued.
4. It is the student's responsibility to check pre-requisites and mandatory requirements when changing their program components.

International students studying on campus who wish to study less than a standard full-time load are required to have this form signed by International Student Services (ISS) team prior to submission. Limitations apply to international students on student visas studying less than a full-time load and permission may not be granted. Local students must study full-time, except in their final semester.

**FOR ISS USE ONLY (IF APPLICABLE)**

Signature	
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**UNIT OF STUDY TO BE ADDED**

Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

**UNIT OF STUDY TO BE WITHDRAWN**

Unit of Study Code	Unit of Study Title	Sem.	Year	Faculty Approvals			
				Yes	No	Signature	Date

Student Acknowledgement:	<i>Chin Chun Kiat</i>
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<input type="checkbox"/>	Change of Second Major from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Co-major from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Minor from _____ to _____	<input type="text"/>
<input type="checkbox"/>	Change of Major from _____ to _____	<input type="text"/>

OFFICE USE ONLY	Date entered in CNS:		Initials:	
Where changes apply to international students; ISS to be notified	Date ISS Advised:		Initials:	

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